

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, October 16, 2018

Board Members Present: J. Wieland, B. Clancy, J. Mitchell, L. Franke, K. Lukens and S. King.

Others Present: K. Pahlow, A. Nizzia, S. Johnson, C. Maricque, N. Kohls, C. Jensky, L. Larson and N. DeRuyter

1. Action Item: Call to Order

S. King called the meeting to order at 3:33 PM.

2. Open Forum - None

3. Action Item: Approval of September 18, 2018 Minutes

Motion made by J. Wieland, seconded by J. Franke, that the minutes from the September 18, 2018 board meeting be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Approval of Agenda

Motion made by B. Clancy, seconded by J. Mitchell, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Donations

K. Pahlow reviewed the donations. Numerous donations came in for a new scoreboard that a member from Our Lady of Lourdes organized. J. Gray received a generous check from the NFL-Green Bay Chapter Alumni and one of our students donated a Packer bench that he won at an auction. We also received a donation of hot dogs for the Hopp BBQ.

Motion made by J. Mitchell, seconded by L. Franke, that the October donations be approved. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Payment of Bills

Payments for September 1, 2018 to September 30, 2018 were reviewed and discussed. Expenses are mainly routine for the beginning of the school year. Higher expenses for the month included the installation of the door access controls by Johnson Controls. The new door access control for the main entrance does not work properly at times, but LaForce has been contacted to correct a mechanical issue with the front door that may be affecting the access control system. Ziese installed structural steel chair eyelets in one of the classrooms.

Motion made by J. Mitchell, seconded by J. Wieland, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Financial Report

Summaries of the Revenue and Expenditures ending August 31, 2018 were reviewed and discussed. Building operations is over budget due to an unexpected replacement of a water boiler and maintenance items that normally occur in the summer, but the budget is allocated over the year. Technology expenditures are over budget due to the installation of cameras on the inside and outside of the building. The cost of the cameras are funded by the Security Grant received this summer, so this overage will be offset by additional revenue. In addition, a large portion of the technology labor budget was expended during the summer months to complete the wiring for the camera project and to get computers ready for the beginning of the school year. These expenses will even out over the year.

Motion made by J. Mitchell, seconded by L. Franke, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

8. Action Item: Retirement

Motion made by J. Wieland, seconded by J. Mitchell, that the Board approve the retirement of Instructional Aide, Cindy Vercauteren, effective, October 5, 2018. MOTION CARRIED UNANIMOUSLY.

9. Action Item: Hiring

Motion made by J. Wieland, seconded by B. Clancy, that the Board approve the hiring of Rebecca Lemons, Elizabeth (Betty) Reimer and Marrisa Hohol as Instructional Aides. MOTION CARRIED UNANIMOUSLY.

10. Action Item: Approval of Policy Addition – Second Reading

Motion made by B. Clancy, seconded by J. Mitchell, that the addition of Policy 12.02 – Safe Feeding Policy and Rule be approved. MOTION CARRIED UNANIMOUSLY.

11. Action Item: Approval of Policy Change – First Reading

Motion made by L. Franke, seconded by K. Lukens, that the changes in Policy 3.09- Leaves of Absence, regarding Casual Days be approved. MOTION CARRIED UNANIMOUSLY.

12. Discussion Item: Strategic Planning

Administration reported that they continue to put their thoughts together on the membership of the Strategic Planning Team. Once the facilitator has been selected, they will be ready to start pulling the team together and determine meeting dates.

13. Discussion Item: Administrator's Report

S. Johnson – Director of Special Education and Pupil Services

- Staff have begun working on professional goals. It is nice to see staff working together on goals such as visuals in the classrooms, using online programs and communications.

A. Nizzia – Principal

- Good turnout for the BBQ. The Parent Organization had a Scholastic Book Fair and bake sale at the same time which many new parents were involved in.
- The Parent Organization will have a meeting the first week in November.
- Furniture has been arriving. Phase 2 furniture for the older classrooms will begin soon.
- Homecoming is Saturday with a Hoedown theme.
- Our first nut order of 300 cases has arrived and are quickly going out the door.

C. Maricque – Business Manager

- Carolyn will be working with the county on a change that just took place with our disability insurance. The County selected a new administrator, UNUM, for the disability and FMLA processing. We were not included in the RFP, so we need to determine if we will have a service for FMLA processing through UNUM and disability processing through Standard or if we will move our disability insurance to UNUM. Currently our benefit for short-term disability is 80%, but UNUM is only offering 60% in the proposal.

K. Pahlow – Administrator

- The first compensation committee meeting with teachers and therapist (10 Hopp teachers and one teacher from the district) took place. Sick leave and casual days were discussed. Kim has invited instructional aides and other hourly staff to form a group to collaborate on the same topics.
- We received a grant of \$10,000 for a new PA system. The rest of the cost will be in next year's budget.
- Four staff went to a Threat Assessment training. Staff will also be attending a Mental Health training. This is all part of the grant requirements.
- Per a new state statute, we need to submit a Safety & Security plan by January 1, 2019. The Board will need to approve the safety plan and resolution.

- Kim thanked the entire school staff for all their hard work.

14. Discussion Item: Parent Organization Report
Incorporated into A. Nizzia's administration report.

Executive Session: The Board moved to executive session as allowed by Wisconsin Statute 19.85 (1)(c) pursuant to employment and compensation at 4:06 PM.

Motion made by L. Franke, seconded by B. Clancy that the Board move into Executive Session. MOTION CARRIED UNANIMOUSLY.

Meeting opened again at 5:15 PM.

Action Item: Adjournment

Motion made by J. Mitchell, seconded by L. Franke, to adjourn the meeting at 5:15 PM. MOTION CARRIED UNANIMOUSLY.